

This Guidance Card can assist you in improving electrical safety during your safety walkarounds.
It is provided only as an example, for you to adapt to your own organization's needs.



GUIDANCE CARD

LA-UR-05-6362

Number: OSH.05b	Functional Area: Occupational Safety and Health
Rev: 3 (05/05)	Topic: Lockout/Tagout

References: LIR 402-860-01.1, Lockout/Tagout for Personal Safety
LIR 402-860-02.1, Locking and Tagging Equipment, Machinery, and Systems

Performance Expectations

1. Laboratory-issued RED locks and tags shall be used for the personal protection of workers working on equipment and as a warning device for affected workers. The following requirements apply to the use of red locks and tags:
 - Prior to beginning any work involving a lockout/tagout, the authorized worker must notify the equipment owner/operator.
 - The equipment owner/operator shall maintain a lockout/tagout log, which includes the placement and removal of all lockout/tagouts in his/her area. The log shall be reviewed at least quarterly to ensure accuracy and completeness (see Section 5.13 of LIR 402-860-01).
 - The equipment owner/operator shall work with the authorized worker to verify that equipment isolation is achieved and that post-maintenance testing is completed.
 - For simple lockout/tagouts (see Section 5.4 of LIR 402-860-01), the worker must follow the procedure on the red tag.
 - A written procedure (using Attachment B of LIR 402-860-01 or equivalent) must be developed and followed by workers for lockout/tagouts that are not simple lockout/tagouts.
 - No worker shall remove another worker's red lock and tag, except as described in Section 5.11 of LIR 402-860-01.
 - No authorized worker shall apply a lockout/tagout for another worker to perform work on equipment.
 - No worker shall work on equipment unless he/she is authorized and has affixed his/her own red lock and tag.
 - If the equipment cannot be locked out, it shall be tagged out with a level of safety equivalent to that of a lockout.
 - Workers shall complete HSR-5-approved training provided by PS-13 before being authorized to perform lockout/tagouts.
2. Responsible Division Leaders shall
 - Identify equipment owner/operators for their organization and facilities.
 - Identify equipment in their facilities that requires independent verification.
 - Ensure that lockout/tagout procedures are inspected at least annually (see Section 5.13 of LIR 402-860-01).
3. Laboratory-issued ORANGE locks and tags shall be used to control the status or configuration of equipment for safety or environmental protection (see Section 5.2 of LIR 402-860-02 for specific uses of orange locks and tags). The following requirements apply to the use of orange locks and tags:
 - Workers who apply orange locks and tags shall complete training provided by PS-13.
 - Equipment with orange locks and tags shall be inspected periodically (at least once every 3 years).
 - Orange locks shall have only one key that is maintained and controlled by the worker or by the SRLM.
 - When the key to an orange lock is lost or the worker who applied the lock is not available, the SRLM may remove the lock (see Section 5.6 of LIR 402-860-02).
 - Workers shall follow the steps in Section 5.3 of LIR 402-860-02, as required, to control the status or configuration of equipment.

Procedure:

- Review guidance card and references.
- Observe lockout/tagouts performed, when possible, and review associated documentation.
- Interview authorized workers and equipment owner/operators regarding lockout/tagout responsibilities.
- Conduct a spot-check of three or more lockout/tagouts.
- Record observations based on comparison to guidance.
- Document the results within 3 days.

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